

RECORDS DISPOSITION SCHEDULE 37

ANNUAL CONTRIBUTIONS AND NOTES RECORDS

This schedule covers the records accumulating in the Headquarters Finance and Accounting files relating to annual contributions and notes. (This was PHA 2667.)

Item No.	Description of Records	Disposition
1.	Temporary, Permanent, and Other Notes File. HUD-52513, Preliminary Note; HUD-52250, Permanent Note; HUD-52334A, Off-Site Facility Note; Administration Loan Note; Mortgage Loan Note; Deed of Trust Note; and HUD-5412, Note Signature Certificate.	Disposal not authorized. Return Note to Local Authority upon payment in full. (NARA Job NN-166-34, item 1)
2.	Preliminary Loan Contract File.	
	a. Contract Records. HUD-52477, Program Reservation; HUD-52480, Preliminary Loan Contract; List No. (Preliminary Loan Contract); and Amendatory Agreement.	Retire to the Federal Records Center 2 years after audit by the General Accounting Office. (NARA Job NN-166-34, item 2a)
	b. Closing Papers. Memorandum showing the interest rate on advance and preliminary notes, request for approval of advances under Preliminary Loan Contract, and related documents and correspondence.	Retire to the Federal Records Center 2 years after audit by the General Accounting Office. (NARA Job NN-166-34, item 2b)
3.	Annual Contribution Contract File.	
	a. Contract Records. HUD-5216, Request for Approval of Advances for Non-Permanently Financed Projects; HUD-51999 , General Accounting Depository Agreement, Annual Contribution List No.; and related documents.	Retire to the Federal Records Center 2 years after audit by the General Accounting Office. (NARA Job NN-166-34, item 3a)
	b. Physical Completion Record. HUD-52152, Development Cost Budget; HUD-52427 , Actual audit by the Development Cost; and final budget.	Retire to the Federal Records Center 2 years after General Accounting Office. (NARA Job NN-166-34, item 3b)

APPENDIX 37

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c.	Closing Papers. HUD-52964, Notice to Local Authority of Advance of Funds; HUD-5402, Requisition for Funds; and related documents.	Retire to the Federal Records Center 2 years after audit by the General Accounting Office. (NARA Job NN-166-34, item 3c)
4.	Annual Contributions (Financing Records). HUD-52642, Summary of Fixed Annual Contributions; HUD-52422, Computation of Fixed Annual Contributions; HUD-52912, Notice of Transmittal of Funds to Fiscal Agent; HUD-52266, Statement and Voucher for Accruing Annual Contribution; HUD-52910, Application of Accruing Annual Contributions; HUD-52628, Debt Service Requirements--Bonds and Series "A" Notes; HUD-52630, Computation of Funds Available for Payment of Permanent and Temporary Notes (Various Interest Rates); HUD-52423, Notice of Date of Full Availability; and related documents.	Disposal not authorized. Retire to the Federal Records Center 2 years after audit by the General Accounting Office. (NARA Job NN-166-34, item 4)